



State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

DATE: October 3, 2008

TO: School District Administrators

FROM: David Carlson, Director
School Financial Services Team

RE: Fall School District Certification of 2008 Values - Tax Apportionment
PI 401 Tax Levies Report – Due November 14
2008-2009 Revenue Limit Update
PI 1504 Budget Report – Due December 5
PI 1504 SE (Special Education) Budget Report – Due December 5

Fall School District Certification of 2008 Values - Tax Apportionment

The Wisconsin Department of Revenue (DOR) certifies two versions of equalized property values to the Wisconsin Department of Public Instruction (DPI) for each calendar year. The property values are provided to the DPI for distribution to school districts. In the fall, DOR certifies values to be used for the tax apportionment of school levy. In the spring, DOR certifies equalized property values for the purpose of school aid computation.

Enclosed is your school district's copy of the "**Fall School District Certification of 2008 Values - Tax Apportionment**" to be used by school district clerks to certify the 2008-2009 school district tax levy to municipal clerks. Districts will use the values with TID excluded (TID-Out) for apportionment of the school levy. These values are located on the team's website under "Property Valuation" on the left hand scan bar or directly at <http://dpi.wi.gov/sfs/propval.html>.

The DOR also certifies an additional property value in the fall. This value, TID Out Exempt Computer Value, is the value of computers within your district that is exempt from the school district property tax. Districts will use this value to calculate a state aid payment that is intended to replace the tax money that has been lost due to the property tax exempt status of computers. It is important for districts to calculate the amount of this aid payment because it does affect your district's maximum fund 10 levy under revenue limits. In essence, the exempt computer aid replaces a portion of your district's maximum allowable fund 10 levy. The 2008-2009 Excel revenue limit worksheet located at <http://www.dpi.wi.gov/sfs/buddev.html> calculates the computer aid payment districts will receive on July 27, 2009 per s. 79.095(4), Wis. Stats.

It is important to note that districts should not attempt to calculate their computer exemption aid until they have calculated what they believe will be their final revenue limit computation which includes the department's October 15 certification of the district's 2008-2009 general aid payment and proposed tax levies.

PI 401 Tax Levies Report – Due November 14

Districts will use the PI 401 Tax Levies report to certify the district's levy to municipalities and to report levy data to both the DPI and DOR. The report is located on each district's "Financial Data Home" page

link within the "School Finance Reporting Portal." Specific instructions for this report can be accessed by clicking on the "Tax Levies (PI 401)" link. This report will open October 16 and is due November 14, but earlier submission is encouraged. Should you have questions about this report, please contact one of the finance consultants listed below.

2008-2009 Revenue Limit Update

The School Financial Services (SFS) Team will continue to update the 2008-09 Excel revenue limit calculation as data becomes available. The Excel revenue limit worksheet will be updated on the following schedule:

October 3:	Equalized Values – Tax Apportionment, district submitted pupil count data, Transfer of Service exemptions
October 6:	Updated with remaining districts reporting pupil count data
October 15:	October 15 Aid Certification added
November 7:	Updated with reported tax levies as of the 7th
November 17:	Updated with remaining reported tax levies

School district staff can access the SFS team's calculation of the district's 2008-09 revenue limit membership by going to their district's reporting home page within the School Finance Reporting Portal. Select the link, "FTE Reports," and then click on the link, "2008-09 FTE Conversion for Revenue Limit Calculation." Clicking on that link will display the calculation of revenue limit membership from the various pupil count reports submitted by the district. These reports are: PI 1563 Third Friday September 2008 Pupil Count Report, PI 1563 September 2008 Youth Challenge Academy report and the PI 1804/1805 2008 Summer School report. At this time any submitted pupil data should be considered "unaudited" and may be subject to change.

The calculation of the district's revenue limit is the responsibility of the district. However, these Excel worksheets and the revenue limit FTE report are provided to the district as resources in that calculation. Please contact a school finance consultant below should you have questions about the calculation.

PI 1504 Budget Report – Due December 5

The PI 1504 Budget Report program will open on Thursday, October 16 and is due Friday, December 5. This report is located on each district's "Financial Data Home" page link within the "School Finance Reporting Portal." Specific instructions for this report can be accessed by clicking on the "Budget Report PI 1504" link.

A listing of the account changes new to 2008-2009 is located under the "WUFAR" link on the left hand scan bar of the SFS team's home page or directly at <http://dpi.wi.gov/sfs/wufar.html>. Select the "Appendix B: Summary of Changes to September 15, 2008 updated WUFAR – Revision #12" link to view the changes. These changes have also been added to the "Allowable Account Classification by Fund" links located on the same page.

The budgeted tax levies are dependent upon data submitted by the district on the Internet based PI 401 Tax Levies Report. This report must be completed and submitted prior to submission of the PI 1504 Budget Report. Note: The PI 401 Tax Levies Report allows districts to choose to apportion levies using cents or round to the nearest whole dollar. The tax levies reported in the Budget Report must reflect the choice the district has made on the PI 401 Tax Levies Report. The district will complete, print, and

maintain the Budget Report signature page on file at the district. There is no paper mailing to the department associated with this report.

For district staff that has never completed a PI 1504 Budget Report or a PI 1505 Annual Report, it is recommended that they view the SAFR teaching tutorials. The tutorials can be found by selecting the “Tutorials” link on the left hand scan bar of the team’s home webpage or directly at <http://dpi.wisconsin.gov/sfs/training.html>. Additionally, a series of Excel spreadsheet exercises designed to help districts pass the edits of the budget report program have been created. They are called the “Workbook” and are located on the left hand scan bar within the Budget Report program or directly at <http://dpi.wi.gov/sfs/xls/workbook.xls>.

PI 1504 SE (Special Education) Budget Report – Due December 5

The **NEW ONLINE** PI 1504 Special Education Budget Report program for reporting 2008-09 budgeted expenses will open on Monday, October 20 and is due Friday, December 5. This report is located on each district’s “Financial Data Home” page link within the “School Finance Reporting Portal.” Specific instructions for this new online report can be accessed by clicking on the “Special Education Budget Report PI 1504” link. Districts will no longer complete the fiscal report that is located on a district computer and then emailed to the department. Reports will be submitted online. Questions regarding this report may be directed to Lori Ames at 608-266-3464 or by email at lori.ames@dpi.wi.gov.

Upcoming Mailings and Important Dates

Date	Event
October 3	PI 1563 and PI 1563 YCA Reports Due
October 14	Tentative Mailing of Certification of 2008-2009 Aid Eligibility; PI 1541 and PI 1542 Integration Program Reports Due
October 16	PI 401 Tax Levy Report Opens For Data Entry PI 1504 Budget Report Opens For Data Entry
October 20	PI 1504 SPED Budget Report Opens for Data Entry
November 6	Due Date for Reporting Levies to Municipalities
November 14	Due Date for PI 401 – Tax Levy Data
November 17	Special Education Aid Payment (15% of eligibility); SAGE Aid Payment (33%)
December 1	Equalization Aid and Special Adjustment Aid Payments (40% of 2008-2009 Certification less September payment); Audited 2007-2008 Financial Statements Due From Auditors
December 5	PI 1504 Budget Report and PI 1504 SE Special Education Budget Report Due
December 15	Special Education Aid Payment (15% of eligibility)

Please contact one of the following School Financial Services Team staff should you have questions:

Brad Adams	bradley.adams@dpi.wi.gov	(608) 267-3752
Lori Ames	lori.ames@dpi.wi.gov	(608) 266-3464
Karen Kucharz Robbe	karen.kucharzrobbe@dpi.wi.gov	(608) 267-9707

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Enclosures: Fall School District Certification of 2008 Equalized Values - Tax Apportionment
Letter to District Clerk and 2008 Equalized Values - Tax Apportionment